

Invitation for Bids (IFB)

**Dell Desktop and Latitude Laptop Computers for Maryland Women,
Infants, and Children (WIC)**

Project # M00P5401471



**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
(DHMH)**

Issue Date: September 8, 2014

NOTICE:

Information about registering, free of charge, on e-Maryland Marketplace can be obtained at the e-Maryland Marketplace website at <http://emaryland.buyspeed.com>.

Vendors must be registered on e-Maryland Marketplace to receive contract award.

Minority Business Enterprise Firms are Encouraged to Respond to this Solicitation

**MARYLAND DEPARTMENT OF INFORMATION TECHNOLOGY
NO BID NOTICE**

In order to help us improve the quality of State bid solicitations, and to make our procurement process more responsive and business friendly, we ask that you provide comments and suggestions regarding the enclosed solicitation. If you have chosen not to bid on this Contract, you may email the form to: Carlietha Benbow at carlietha.benbow@maryland.gov, subject line "No Bid Comments – IFB M00P5401471"

Bid/Proposal Number: M00P5401471

Entitled: Dell Desktop and Latitude Laptop Computers for Maryland WIC

1. If you have responded with a "no bid", please indicate the reason(s) below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the solicitation is not something we ordinarily provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- ☐ The scope of work is beyond our present capacity.
- ☐ Doing business with Maryland Government is simply too complicated. (Explain in REMARKS section.)
- ☐ We cannot be competitive. (Explain in REMARKS section.)
- ☐ Time allotted for completion of the bid/proposals is insufficient.
- ☐ Start-up time is insufficient.
- ☐ Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- ☐ Bid/Proposals requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- ☐ Prior State of Maryland Contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- ☐ Payment schedule too slow.
- ☐ Other: _____

2. If you have submitted a bid or proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Attach additional pages as needed.)

REMARKS:

Bidder Name: _____ Date: _____

Contact Person: _____ Phone (____) _____ - _____

Address: _____

THANK YOU!!

**KEY INFORMATION SUMMARY SHEET
INVITATION FOR BIDS**

IFB Title:	Dell Desktop and Latitude Laptop Computers for Maryland Women, Infants, and Children (WIC)
IFB Number:	M00P5401471
IFB Issue Date:	September 8, 2014
IFB Due Date and Time:	September 29, 2014 at 2:00 P.M. Local Time
Bid Opening Date and Time	September 30, 2014 at 2:00 P.M. Local Time
IFB Issuing Agency:	Department of Health and Mental Hygiene (DHMH) Maryland WIC Program 201 West Preston Street Baltimore, Maryland 21201
Procurement Officer:	Michael Howard Office of Procurement and Support Services Michael.howard@maryland.gov Office Phone Number: 410-767-0974 Office FAX Number: 410-333- 5958
Send Questions (emails only) to:	Shelly Bush Shelly.Bush@maryland.gov
Bids are to be sent to:	Carlietha Benbow, Procurement Specialist Office of Procurement and Support Services 201 West Preston Street / Room 416 Office Phone Number: 410-767-1883 Office FAX Number: 410-333- 5958 Carlietha.benbow@maryland.gov
Contract Manager:	Shelly Bush Shelly.Bush@maryland.gov Office Phone Number : 410-767-5991 Office FAX Number: 410-333-5683
Contract Duration:	60 Days
MBE Subcontracting Goal:	0%
VSBE Subcontracting Goal:	0%
Small Business Reserve	NO
Pre-Bid Conference:	A Pre-Bid will not be held for this IFB.

Table of Contents

SECTION 1 – GENERAL INFORMATION	6
1.1 SUMMARY STATEMENT.....	6
1.2 ABBREVIATIONS AND DEFINITIONS	6
1.3 CONTRACT TYPE.....	7
1.4 CONTRACT DURATION.....	7
1.5 PROCUREMENT METHOD	7
1.6 PROCUREMENT OFFICER.....	8
1.7 CONTRACT MANAGER	8
1.8 eMARYLANDMARKETPLACE (eMM)	8
1.9 BID DUE DATE AND TIME	8
1.10 DURATION OF BID	9
1.11 RECEIPT, OPENING AND RECORDING OF BIDS.....	9
1.12 CONFIDENTIALITY OF BIDS	9
1.13 AWARD BASIS	9
1.14 TIE BIDS	9
1.15 REVISIONS TO THE IFB	10
1.16 CANCELLATIONS; DISCUSSIONS.....	10
1.17 INCURRED EXPENSES	10
1.18 ECONOMY OF PREPARATION.....	10
1.19 PROTESTS/DISPUTES	10
1.20 MULTIPLE OR ALTERNATE BIDS.....	10
1.21 PUBLIC INFORMATION ACT NOTICE	10
1.22 BIDDER RESPONSIBILITIES	11
1.23 MANDATORY CONTRACTUAL TERMS.....	11
1.24 BID/PROPOSAL AFFIDAVIT	11
1.25 CONTRACT AFFIDAVIT	11
1.26 MINORITY BUSINESS ENTERPRISE (MBE) PARTICIPATION GOAL.....	11
1.27 COMPLIANCE WITH LAWS/ARREARAGES	11
1.28 VERIFICATION OF REGISTRATION AND TAX PAYMENT	12
1.29 ELECTRONIC FUNDS TRANSFER.....	12
1.30 NON-VISUAL ACCESS.....	12
1.31 MERCURY AND PRODUCTS THAT CONTAIN MERCURY	13
1.32 PURCHASING AND RECYCLING ELECTRONIC PRODUCTS	13
1.33 INVESTMENT ACTIVITY IN IRAN	13
1.34 QUESTIONS	13
1.35 FALSE STATEMENTS.....	13
1.36 VETERAN OWNED SMALL BUSINESS ENTERPRISE (VSBE).....	14
1.37 CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE.....	14
SECTION 2 – SCOPE OF WORK	15
2.1 GENERAL INFORMATION	15
2.2 GENERAL REQUIREMENTS	15
2.3 DETAILED SPECIFICATIONS.....	15
2.4 WARRANTY	18
2.5 ACCEPTANCE	18
2.6 ORDER PROCESSING PROCEDURE	18
2.7 ORDER ACKNOWLEDGEMENT.....	18
2.8 RECEIPT OF ORDER.....	18
2.9 DELIVERY SCHEDULES	18
2.10 F.O.B. DESTINATION.....	19
2.11 SHIPPED ORDERS.....	19
2.12 INVOICING	19
2.13 CUSTOMER INQUIRIES	20

2.14	CREDIT AND/OR REPLACEMENT	20
2.15	RETURN OF GOODS	20
2.16	RESTOCKING FEES	20
2.17	INSURANCE REQUIREMENTS	21
2.18	MINIMUM QUALIFICATIONS.....	21
SECTION 3 – BID FORMAT		22
3.1	GENERAL	22
3.2	ONE-PART SUBMISSION	22
3.3	BID PRICE FORM	22
3.4	REQUIRED BID SUBMISSIONS	22
3.5	BID DELIVERY	23
SECTION 4– EVALUATION CRITERIA AND PROCEDURE		25
4.1	EVALUATION CRITERIA	25
4.2	FINANCIAL CRITERIA	25
4.3	RECIPROCAL PREFERENCE	25
4.4	AWARD DETERMINATION	25
ATTACHMENT A –SAMPLE CONTRACT.....		27
ATTACHMENT B – BID AFFADAVIT		39
ATTACHMENT C – CONTRACT AFFADAVIT		45
ATTACHMENT D – MINORITY BUSINESS ENTERPRISE FORMS		49
ATTACHMENT E – BID PRICE FORM		50
ATTACHMENT F – MERCURY AFFIDAVIT.....		52
ATTACHMENT G – CONFLICT OF INTEREST AFFADAVIT		533

SECTION 1 – GENERAL INFORMATION

1.1 Summary Statement

- 1.1.1 The Maryland Department of Health and Mental Hygiene (DHMH or the Department) is issuing this Invitation for Bids (IFB) to provide Dell Desktops and Latitude Laptop Computers for the Maryland WIC Program.
- 1.1.2 It is the State's intention to obtain services, as specified in this IFB, from a Contract between the successful Bidder and the State.
- 1.1.3 The Department intends to make a single award as a result of this IFB.
- 1.1.4 Bidders, either directly or through their subcontractor(s), must be able to provide all services and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

1.2 Abbreviations and Definitions

For the purposes of this IFB, the following abbreviations and terms have the meanings indicated below:

- a. Bid – A statement of price offered by a Bidder in response to an IFB.
- b. Bidder – An entity that submits a bid in response to this IFB.
- c. Business Day- Monday through Friday (excluding State holidays)
- d. COMAR – Code of Maryland Regulations available on-line at www.dsd.state.md.us.
- e. Contract – The State's Contract attached to this IFB as Attachment A.
- f. Contract Manager - The State representative who serves as the manager for the resulting Contract
- g. Contractor – The selected Bidder; the business entity awarded the contract for the procured services identified in this IFB.
- h. Contractor's Point of Contact – Person designated at the time of contract award by the Contractor as the single point of contact for the Department with the authority and knowledge to resolve contract issues.
- i. DoIT – Department of Information Technology.
- j. Firm Fixed-Price - Pricing option which places responsibility on the Contractor for the delivery of the hardware and the complete performance of the services in accordance with the IFB at a price that is not subject to adjustment.
- k. F.O.B. - Free on Board

- l. IFB – This Invitation for Bids for the Maryland Department of Health and Mental Hygiene, The Maryland WIC Program, Project Number: M00P5401471 dated September 8, 2014, including any amendments/addenda thereto.
- m. Letter of Authorization - A document issued by the Manufacturer or Distributor authorizing the Bidder / Contractor to sell and/or provide services for the Manufacturer's Product line.
- n. Local Time - Time in the Eastern Time zone as observed by the State of Maryland.
- o. MBE – A Minority Business Enterprise certified by the Maryland Department of Transportation under COMAR 21.11.03.
- p. Notice to Proceed (NTP) – A written notice from the Procurement Officer that work on the project or work order shall begin on a specified date. The notice signifies the official start date of the project.
- q. NBD – Next business day
- r. POC – Point of Contact
- s. Procurement Officer – The State representative designated in Section 1.6, who is responsible for the Contract, determining scope issues and is the only State representative that can authorize changes to the Contract. DoIT may change the Procurement Officer at any time by written notice to the Contractor.
- t. Requesting Agency - DHMH
- u. Total Bid Price - The Bidder's total price for goods in response to this solicitation, included in the Bid in Attachment E – Bid Price Form.
- v. Vendor – Any firm that is interested in performing the service set forth in this IFB.

1.3 Contract Type

The contract that results from this IFB shall be a Definite Quantity Contract with Firm Fixed- Prices in accordance with COMAR 21.06.03.02 and 21.06.03.06.

1.4 Contract Duration

The Contract resulting from this IFB shall be for sixty (60) days from the date that the notice to proceed has been issued.

1.5 Procurement Method

This contract will be awarded in accordance with the Competitive Sealed Bidding procurement method as described in Maryland Code of Regulations (COMAR) 21.05.02

1.6 Procurement Officer

The sole point of contact in the State for purposes of this IFB to the award of a contract is the Procurement Officer as listed below:

Michael Howard, Procurement Officer
201 W Preston Street – 4th Floor
Baltimore, MD 21201
Office Phone: 410-767-0974
Fax: 410-333-5958
Email: michael.howard@maryland.gov

DHMH may change the Procurement Officer at any time by written notice.

1.7 Contract Manager

DHMH's Contract Manager for this contract is
Shelly Bush
201 West Preston Street – 1st Floor
Baltimore, MD 21201
shelly.bush@maryland.gov
Office Phone Number: 410-767-5991
Office FAX Number: 410-333-5683

DHMH may change the Contract Manager at any time by written notice.

1.8 eMarylandMarketplace (eMM)

eMarylandMarketplace (eMM) is an electronic commerce system administered by the Maryland Department of General Services. In addition to using other means for transmitting the IFB and associated materials, the solicitation and summary of the pre-bid conference, Bidders' questions and the Procurement Officer's responses, addenda, and other solicitation related information will be provided via eMM.

In order to receive a contract award, a vendor must be registered on eMM. Guidelines can be found on the eMaryland Marketplace website at <http://emaryland.buyspeed.com>.

1.9 Bid Due Date and Time

All Bids must be submitted by certified mail or hand-delivered to the Procurement Officer, no later than 2:00 PM (EST) on **September 29, 2014** in order to be considered.

Bids may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set for the opening.

Requests for extension of this date or time shall not be granted. Except as provided in COMAR 21.05.02.10, bids received by the Procurement Officer after the due date and time shall not be considered.

Bids delivered by facsimile or by email shall not be considered.

Vendors not responding to this solicitation are requested to submit the "Notice to Vendors" form, which includes company information and the reason for not responding (e.g., too busy, cannot meet mandatory requirements, etc.). This form is located in the IFB immediately following the Title Page (page 2).

1.10 Duration of Bid

Bids submitted in response to this IFB are irrevocable for 120 days following the closing date for bids. This period may be extended at the Procurement Officer's request only with the Bidder's written consent.

1.11 Receipt, Opening and Recording of Bids

Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for bid opening. Before Bid opening, the State may not disclose the identity of any Bidder.

Bids and timely modifications to Bids shall be opened publicly on **September 30, 2014, 2:00 P.M. Local Time** at the following location: 201 W. Preston Street, Room 416, Baltimore, MD 21201. The name of each Bidder, the total Bid price, and such other information as deemed appropriate shall be read aloud or otherwise made available.

1.12 Confidentiality of Bids

The Bids shall be tabulated or a Bid abstract made. The opened Bids shall be available for public inspection at a reasonable time after Bid opening, but in any case before contract award, except to the extent the Bidder designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Bid and shall be readily separable from the Bid in order to facilitate public inspection of the non-confidential portion of the Bid, including the Total Bid Price.

1.13 Award Basis

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable Total Bid Price (as referenced in COMAR 21.05.02.13) for providing the goods as specified in this IFB. **The most favorable Total Bid Price will be the lowest price on Attachment E - Bid Price Form.**

1.14 Tie Bids

Tie Bids will be decided pursuant to COMAR 21.05.02.14.

1.15 Revisions to the IFB

If it becomes necessary to revise this IFB, amendments will be provided to all prospective bidders that were sent this IFB or otherwise are known by the Procurement Officer to have obtained this IFB. Acknowledgement of the receipt of all amendments to the IFB must accompany the bidder's bid. Failure to acknowledge receipt shall not relieve the bidder from complying with all terms of any such amendment. In addition, addenda to the IFB will be posted on the DHMH's procurement web page <http://dhmh.maryland.gov/procumnt/SitePages/procopps.aspx> and through eMM.

Acknowledgment of the receipt of all addenda to this IFB issued before the Bid due date shall be included in the Transmittal Letter accompanying the Bidder's Bid. Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Bid to be rejected as being non-responsive to the requirements of the IFB.

1.16 Cancellations; Discussions

The State reserves the right to cancel this IFB, in whole or in part, or to accept or reject any and all bids received in response to this IFB, whenever this action is determined to be fiscally advantageous to the State or otherwise in its best interest. The State reserves the right to cancel this IFB, accept or reject any and all bids, in whole or in part, received in response to this IFB, and to waive or permit cure of minor irregularities.

1.17 Incurred Expenses

The State will not be responsible for any costs incurred by a bidder in preparing and submitting a bid, or in performing any other activities relative to this solicitation.

1.18 Economy of Preparation

Bids should be prepared simply and economically, providing a straightforward, concise description of the bidder's compliance to the requirements of this IFB.

1.19 Protests/Disputes

Any protest or dispute related respectively to this IFB or the resulting Contract shall be subject to the provisions of COMAR 21.10 (Administrative and Civil Remedies).

1.20 Multiple or Alternate Bids

A Bidder may not submit more than one Total Bid Price. Multiple or alternate bids will not be accepted.

1.21 Public Information Act Notice

A Bidder should give specific attention to the clear identification of those portions of its bid that it considers confidential, proprietary commercial information or trade secrets, and provide justification

why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, Part III of the State Government Article of the Annotated Code of Maryland.

Bidders are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information must be disclosed (see COMAR 21.05.08.01). Information which is claimed to be confidential shall be clearly marked “confidential”.

1.22 Bidder Responsibilities

DHMH will enter into a contractual agreement only with the selected Bidder. The selected Bidder shall be responsible for all products and services required by this IFB. Subcontractors, if any, must be identified and a complete description of their role relative to the bid must be included in the Bid. If a bidder that seeks to perform or provide the services required by this IFB is a subsidiary of another entity, all information submitted by the Bidder, such as, but not limited to, references and financial reports, must pertain exclusively to the Bidder, unless the parent organization will provide guarantees for the performance of the subsidiary.

1.23 Mandatory Contractual Terms

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted the terms and any amendments thereto, and the State’s Contract, included in this IFB as Attachment A. A bid that takes exception to these terms will be deemed non-responsive.

1.24 Bid/Proposal Affidavit

A completed Bid/Proposal Affidavit shall accompany the bid submitted by a bidder. A copy of this Affidavit is included in this IFB as Attachment B.

1.25 Contract Affidavit

All Bidders are advised that if a Contract is awarded as a result of this solicitation, the successful contractor will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this IFB. This Affidavit shall be provided to the Procurement Officer within five (5) business days of notification of proposed Contract award.

1.26 Minority Business Enterprise (MBE) Participation Goal

A MBE subcontractor participation goal of 0% has been established for this solicitation.

1.27 Compliance with Laws/Arrearages

By submitting a Bid in response to this IFB, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, the bidder also represents that it is not in arrears in the payment of any obligations due to the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this contract if selected for the contract award.

1.28 Verification of Registration and Tax Payment

Before a corporation can do business in the State of Maryland it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://www.dat.state.md.us/sdatweb/services.html>.

It is strongly recommended that any potential bidder complete registration prior to the due date for receipt of bids. A bidder's failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful bidder from final consideration and recommendation for contract award.

1.29 Electronic Funds Transfer

By submitting a response to this IFB, the bidder agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected bidder/Contractor must register using the form COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form.

Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption.. The COT/GAD X-10 form can be downloaded at: http://forms.marylandtaxes.com/current_forms/EFT.pdf

1.30 Non-Visual Access

By submitting a Bid, the Contractor warrants that the hardware offered (1) provides equivalent access for effective use by both visual and non-visual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and non-visual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for non-visual access. The Contractor further warrants that the cost, if any, of modifying the Information Technology (IT) for compatibility with software and hardware used for non-visual access will not increase the cost of the IT by more than five percent. For purposes of this Contract, the phrase "equivalent access" means the ability to receive, use and manipulate information and operate controls necessary to access and use information technology by non-visual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

The Non-visual Access Clause noted in COMAR 21.05.08.05 and referenced in this solicitation is the basis for the standards that have been incorporated into the Maryland regulations, which can be found at: www.dbm.maryland.gov - keyword: non-visual access

1.31 Mercury and Products That Contain Mercury

This solicitation and resulting purchase orders require that all materials used in the performance of the Contract and subsequent Purchase Orders shall be mercury-free products. A bid submitted by a Bidder must be accompanied by a completed Mercury Affidavit. A copy of this Affidavit is included as Attachment F of this IFB.

1.32 Purchasing and Recycling Electronic Products

A new state law effective October 1, 2012 (HB 448, Chapter 372) requires state agencies purchasing computers and other electronic products in categories covered by EPEAT to purchase models rated EPEAT Silver or Gold unless the requirement is waived by the Department of Health and Mental Hygiene (DHMH). This information is located on the DGS web site:
<http://www.dgs.maryland.gov/Procurement/Green/Guidelines/desktops.html>

The State's Information Security Policy (Section 6.5 Media Protection)
http://doit.maryland.gov/support/Documents/security_guidelines/DoITSecurityPolicy.pdf discusses proper precautions to protect confidential information stored on media.

1.33 Investment Activity in Iran

A bid submitted by a Bidder must be accompanied by a completed Investment Activities in Iran Affidavit. Section K of the Bid/Proposal Affidavit provides this certification. The Bid/Proposal Affidavit is included as Attachment B of this IFB.

1.34 Questions

Written questions from prospective Bidders will be accepted via e-mail only up to the Questions Due Date and Time listed on the Key Information Summary Sheet. Questions shall be submitted via e-mail to the address listed on the Key Information Summary Sheet. Identify the Solicitation Number and Title in the subject line.

1.35 False Statements

Bidders are advised that Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland provides as follows:

- a. In connection with a procurement contract a person may not willfully:
 - Falsify, conceal, or suppress a material fact by any scheme or device;
 - Make a false or fraudulent statement or representation of a material fact; or
 - Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
- b. A person may not aid or conspire with another person to commit an act under subsection (a) of this section.

- c. A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five (5) years or both.

1.36 Veteran Owned Small Business Enterprise (VSBE)
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This solicitation has a VSBE subcontract participation goal of zero.

1.37 Conflict of Interest Affidavit and Disclosure

Bidders/Offerors shall complete and sign the Conflict of Interest Affidavit and Disclosure (**Attachment G**) and submit it with their Bid/Proposal. All Bidders/Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Contractor's personnel who perform or control work under this Contract and each of the participating subcontractor personnel who perform or control work under this Contract shall be required to complete agreements substantially similar to **Attachment G** Conflict of Interest Affidavit and Disclosure. For policies and procedures applying specifically to Conflict of Interests, the Contract is governed by COMAR 21.05.08.08.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SECTION 2 – SCOPE OF WORK

2.1 General Information

The purpose of this solicitation is for the provision of Dell Desktop and Latitude Laptop Computers as detailed in Section 2.3. DHMH requests the Total Bid Price to purchase fifty-four (54) Dell OptiPlex 9020 Desktop Computers and twenty (20) Dell Latitude E6540 Laptops. The awarded Bidder shall be able to perform all requirements as detailed in Section 2 of the IFB. Bidders shall be required to furnish satisfactory evidence that they are authorized Dell resellers of the items listed.

2.2 General Requirements

- 2.2.1 Contractor shall provide the desired products within 30 days of the receipt of the Notice to Proceed.
- 2.2.2 No substitutions allowed unless the product(s) in the configurations stated in Section 2.3 are no longer available from the manufacturer (Dell). The Bidder shall notify the Procurement Officer prior to submitting a Bid if the configuration is no longer available from the manufacturer.
- 2.2.3 The equipment (Dell Desktop and Latitude Laptops) must be new and unused and include all product information and manufacturer's warranties
- 2.2.4 Contractor shall be an Original Equipment Manufacturer (OEM), Authorized Maryland Dell Vendor and provide proof with bid submission.

2.3 Detailed Specifications

The Contractor shall provide to DHMH/WIC the Dell OptiPlex 9020 Desktop Computers with the following configuration:

2.3.1 Dell Desktop Computer: OptiPlex 9020 Desktop Quantity: 54 each.

<u>System Component</u>	<u>Technical Spec</u>	<u>Product Code</u>	<u>SKU</u>
Processor	Intel Core i7-3770 Processor Quad Core HT, 3.4 GHz Turbo, 8MB, w/HD Graphics 4600		
Operating System	Windows 7 Professional English/French 64bit (includes Windows 8.1 Pro license)		
OptiPlex 9020 Minitowers w/Wi-Fi LAN Adapters	Standard PSU		
Memory	8GB, (2x4GB) 1600MHzDDR3 Memory		
Removable Media Storage Device:	16X DVD+/- RW SATA, Data only		
Productivity Software	No Office License included		

System Recovery	Recovery Media for Windows 7 Professional, SP1, 64-bit, Multiple Language		
Video Card	AMD Radeon HD 8570, 1GB DDR3, FH, 1 DP 1 DM		
Graphics Card	Integrated Graphics w/o Adapters		
Boot Hard Drive	1TB 3.5 inch SATA (7.200 RPM) Hard Drive		
Keyboard	US English (QWERTY) Dell KB212-B QuietKey USB Keyboard Black		
Mouse	Dell MS111 USB Optical Mouse		
Thermals	Heat Sink, Performance, Desktop		
Speakers	Internal Dell Business Audio Speaker		
Security Hardware	Chassis Intrusion Switch Option		
Low Power Mode	1 Watt ready low-power mode		
Documentation	Optiplex 9020 Documentation, English and French		
Processor Branding	Intel Core i7 Desktop Sticker		
Hardware Support Services	3 Year Basic Hardware Service with 3 Year NBD Limited Onsite Service After Remote Diagnosis		

The Contractor shall provide to DHMH/WIC the Dell Latitude E6540 Laptops with the following configuration:

2.3.2 Dell Latitude: Dell Latitude E6540 Laptop Quantity: 20 each

<u>System Component</u>	<u>Technical Spec</u>	<u>Product Code</u>	<u>SKU</u>
Processor	4 th gen Intel Core i7-4610M Processor, 3.0 GHz, 4M cache, Upgradable to Intel® vPro technology		
Operating System	Windows 7 Professional, 64-bit, English		
Dell Latitude E6540 w/ windows 7	Standard PSU		
Memory	8GB (2x4GB) 1600 MHz DDR3L Memory		

Removable Media Storage Device:	8X DVD+/-RW Dell Latitude E4		
System Recovery	Dell Backup and Recovery Basic for Business Client		
Productivity Software	Microsoft Office Trial, MUI, Latitude		
System Recovery	Recovery Media for Windows 7 Professional, SP 1, 64-bit, Multiple Language; Resource DVD		
Graphics Card	AMD Radeon HD8790M Graphics 2GB GDDR5		
Hard Drive	256GB Mobility SSD		
Keyboard	Internal English Backlit Dual Pointing Keyboard		
Webcam	Dell Webcam Central Software Dell Latitude /Mobile Precision; Light Sensitive Webcam and Noise Cancelling Digital Array MIC, Dell Latitude E6540		
Wireless Driver	Intel @6235 2x2 802.11n + Bluetooth 4.0+ WiDi Driver		
Speakers	Internal Dell Business Audio Speaker		
Camera/Microphone	Light Sensitive Webcam and Noise Canceling Digital Array mic		
Security Hardware	No Dell ControlVault, No fingerprint reader, No smartcard reader & No Contactless smartcard Reader		
Encryption Software	No DDPE Encryption Software		
Adapter	90W A/C Adapter (3-pin) 9-Cell (97WH) Lithium Ion Battery with Express Charge		
Power Cord	US Power Cord		
Documentation	Documentation (English) , Dell Latitude		
Processor Branding	Intel Core i7 Sticker		
Hardware Support Services	3 Year warranty; 7x24 Technical Support, Initial		

2.4 Warranty

The Bidder shall provide Dell's standard three (3) year warranty for the Desktops and Laptops as describe in Section 2.3. Any warranty period for equipment and services will not commence until acceptance of the equipment or services by the Requesting Agency. All defective items must be replaced at no additional cost to the State.

2.5 Acceptance

To ensure compliance with the requirements and specifications herein, the State may perform acceptance tests within 30 days of receipt of:

- The delivery of equipment supplied without installation and prior to acceptance and payment for each item delivered. The State does not assume ownership for equipment, nor do warranty periods begin, until the Requesting Agency POC accepts the Contractor's product and work as fully operational.

2.6 Order Processing Procedure

The Contractor is expected to establish a POC to provide overall management of the Contract work. This individual will be the principal POC throughout the duration of the Contract.

2.7 Order Acknowledgement

The Contractor shall provide the Requesting Agency with an order acknowledgement receipt via e-mail within 24 hours of order receipt.

The acknowledgement will include:

- Ordering agency name;
- Requesting Agency order number (Purchase order number);
- Description of goods and/or related products purchased; and
- Delivery completion date.

2.8 Receipt of Order

Requesting Agency shall receive delivery of goods within 30 calendar days after receipt of order unless a later receipt date is authorized by the requesting agency. No partial orders shall be accepted unless authorized by DHMH.

2.9 Delivery Schedules

- 2.9.1 The Contractor will notify by phone or e-mail the Requesting Agency POC of any delivery at least three (3) working days prior to arrival of the goods to the shipping point stated on the Bid Price Form (Attachment E);
- 2.9.2 Units shall be pre-assembled with the exception of attaching peripheral devices. All internal cards, modems, etc. shall be installed, along with appropriate drivers;

- 2.9.3 Deliveries are to be made to the location specified in Attachment E of the IFB. Delivery locations may often be inside a building and may include high-rise office buildings; and
- 2.9.4 Deliveries may be made to locations inside secure institutional grounds that require prior clearances to be made for all delivery drivers.

2.10 F.O.B. Destination

All prices are F.O.B. destination, inside delivery; freight prepaid by the Contractor to the Requesting Agency's receiving point. Responsibility and liability for loss or damage for all orders will remain with the Contractor until final inspection and Acceptance, when all responsibility will pass to the Requesting Agency, with the exception of responsibility for latent defects, fraud, and warranty obligations.

2.11 Shipped Orders

A packing label shall be on each box shipped and include the following items visible on the outside of the box:

- Requesting Agency
- Address
- Department and floor
- Requesting Agency POC name
- Requesting Agency POC telephone number

A packing slip shall be included with each shipment, which will include at least the following information in no particular order:

- Line item description
- Quantity ordered
- Quantity included in shipment
- Any back order items and availability date of unfilled and partial shipment
- Unit price
- Number of parcels
- Purchase Order number
- Requesting Agency name and department
- Destination
- All information contained on the packing label

2.12 Invoicing

All invoices shall be submitted by the Contractor within 30 days of receipt and shall include, at the minimum, the following information:

- A) Name and address of the Requesting Agency being billed;

- B) Contractor name;
- C) Products(s) and/or service(s) purchased listed separately including the amount for each individual charge (i.e., 5 – ABC Hardware @ \$2,000 Total \$10,000.00, 2 - CD Training @ \$100.00 Total \$200.00, Installation one-time cost \$300.00);
- D) Supporting Documentation;
- E) E-mail address/phone number of Contractor's POC;
- F) Remittance address;
- G) Federal taxpayer identification or (if owned by an individual) Contractor's social security number;
- H) Invoice period, invoice date, invoice number and amount due; and
- I) Purchase Order # being billed.

Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information.

The State is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Contractor; however, is not exempt from such sales and use taxes and may be liable for the same.

2.13 Customer Inquiries

The Contractor's customer service representative shall respond to and initiate resolution of customer inquiries within one (1) business day of initial contact. These inquiries may include requests for product information; billing disputes; delivery disputes or problems; product returns; pricing information; adding or deleting account names, addresses and numbers; and requests for training.

2.14 Credit and/or Replacement

The Contractor shall provide credit and/or replacement for out-of-stock, freight-damaged, and defective items, as well as for items ordered in error (e.g. the item was not ordered by any Agency, the order was mistyped) or shipped in error by the Contractor. Contractor will be responsible for the credit and/or replacement of all products, including those covered by manufacturer warranties. The Contractor cannot require the Requesting Agency to deal directly with the manufacturer. In all cases, the Requesting Agency shall have the option of taking an exchange or receiving a credit, which shall be completed within thirty (30) days of exercising this option.

2.15 Return of Goods

Goods delivered to the Requesting Agency that are found to be damaged or in unacceptable condition may, at the discretion of the Requesting Agency, be returned to the Contractor at the Contractor's expense within 60 calendar days of receipt. Credit for returned goods will be made immediately once the Contractor receives the returned goods. The Requesting Agency shall note on the carrier's waybill that the shipment/package was damaged.

2.16 Restocking Fees

The Contractor shall not impose a restocking fee on the State or local agency if an item is returned due to damage, incorrect product shipped, or Contractor's customer service order entry error.

The Contractor shall not impose a restocking fee on Requesting Agency for inventory that is exchanged for other inventory.

Re-stocking fees for all other reasons can be no greater than 10% of the value of the items needing re-stocking.

2.17 Insurance Requirements

2.17.1 The Contractor shall maintain property and casualty insurance with minimum limits sufficient to cover losses resulting from or arising out of Contractor action or inaction in the performance of the contract by the Contractor, its agents, servants, employees or subcontractors.

2.17.2 The Contractor shall maintain a policy of general liability insurance that is of the proper type and of sufficient limits that the State and its officials, employees, agents, servants, guests and subcontractors are reasonably covered in the event of injury or death.

2.17.3 The State of Maryland shall be named as an additional insured on the policies of all property, casualty, liability, and other types of insurance evidencing this coverage. Certificates of Insurance evidencing this coverage will be provided prior to the commencement of any activities in the Contract. All insurance policies must be with a company licensed to do business in Maryland.

2.18 Minimum Qualifications

Bidders shall meet the following minimum qualification criteria to be eligible for consideration in the evaluation of this IFB:

- Letter of Authorization from the Manufacturer or Distributor to supply products

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SECTION 3 – BID FORMAT

3.1 General

- 3.1.1 Bidders must use and complete the Bid Price Form, Attachment E. The Bid Price Form instructions are located within Attachment E. Do not change or alter this Attachment.
- 3.1.2 Bidders agree to comply with each and every section, subsection, Attachment of, and addendum to this solicitation. Failure to comply may result in rejection of the Bid.

Do not change any State Attachments or your Bid may be rejected.

3.2 One-Part Submission

Bidders shall submit with their Bid electronically with all Minimum Qualification documentation required (see Section 2.18), and all Required Bid Submissions (see Section 3.4).

3.3 Bid Price Form

The Bid shall contain all price information in the format specified on the Bid Price Form (**Attachment E**). Complete the Bid Price Form only as provided in the Bid Pricing Instructions. Do not amend, alter, or leave blank any items on the Bid Price Form or include additional clarifying or contingent language on or attached to the Bid Price Form. Failure to adhere to any of these instructions may result in the Bid being determined to be non-responsive and rejected by the Department.

3.4 Required Bid Submissions

Bidders shall include the following with their Bid:

3.4.1 Transmittal Letter

A Transmittal Letter shall be prepared on the vendor's business stationery and shall accompany the Bid. The purpose of this letter is to transmit the bid and acknowledge the receipt of any amendments and/or addenda to the IFB. The transmittal letter should be brief and signed by an individual who is authorized to commit the Bidder to the goods and requirements as stated in this IFB. The letter shall include the Bidder's complete legal name as registered with the State Department of Assessments and Taxation; address, telephone number, fax number and e-mail address, federal tax identification, and if registered, the eMaryland Marketplace identification number.

A Bidder shall be deemed to have accepted all the terms, conditions, and requirements in this IFB unless otherwise clearly noted as an attachment to the Transmittal Form. A Bid that takes exception to the terms, conditions, and requirements in this IFB will be rejected.

3.4.2 Title and Table of Contents

The Bid should begin with a title page bearing the name and address of the Bidder and the name and number of this IFB. A table of contents shall follow the title page for the Bid. Note: Information

which is claimed to be confidential is to be placed after the Title page and before the Table of Contents in the Bidder's Bid. An explanation for each claim of confidentiality shall be included.

3.4.3 Manufacturer's or Distributor's Letter of Authorization

Manufacturer or distributor's Letters of Authorization are required for resellers proposing to this IFB. The Letter of Authorization shall certify that the Bidder is an authorized reseller or distributor of the manufacturer's hardware. In addition, the Letter of Authorization shall certify that the Bidder is authorized to provide installation, training and/or maintenance services if applicable. The Letter of Authorization shall be on the manufacturer or distributor's letterhead or in a manufacturer or distributor's e-mail. Further, each Letter of Authorization must be current or less than twelve (12) months old. Each Letter of Authorization or e-mail must provide the following information:

- Manufacturer or distributor POC name for verification;
- Manufacturer or distributor POC mailing address;
- Manufacturer or distributor POC telephone number;
- Manufacturer or distributor POC email address;
- If available, a Re-seller Identifier.

3.4.4 Certificate of Insurance

The Bidder shall provide a copy of the Bidder's current certificate of insurance with the prescribed limits set forth in Section 2.17.

3.4.5 Completed Attachments

- Completed Bid Affidavit (Attachment B)
- Completed Bid Price Sheet (Attachment E)
- Completed Mercury Affidavit (Attachment F)
- Completed Conflict of Interest Affidavit (Attachment G)

3.4.6 Other Required Submissions

- Warranty Documentation-The Bidder must provide warranty information for the desktops and laptops.

3.5 Bid Delivery

The Bid is to be submitted via e-mail in MS Word and PDF formats. The "subject" line in the e-mail submission shall state the "Dell Desktop and Latitude Laptop Computers IFB # M00P5401471." The Procurement Officer must receive both files by 2:00 pm on **September 29, 2014**. The date and time of submission is determined by the date and time of arrival in the Procurement Officer's email box. Requests for extension of this date or time will not be granted. Except as provided in COMAR 21.05.03.02F, Bids received by the Procurement Officer after the due date will not be considered.

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SECTION 4– EVALUATION CRITERIA AND PROCEDURE

4.1 Evaluation Criteria

The Bids will be evaluated based on the Total Bid Price. The Bidder **MUST** be an OEM, Authorized Dell Vendor.

4.2 Financial Criteria

All qualified Bidders will be ranked from the lowest to the highest price based on their Total Bid Price proposed within the stated guidelines (as submitted in the Bid Price Form).

4.3 Reciprocal Preference

Although Maryland law does not authorize procuring agencies to favor resident Bidders in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland contractors. Therefore, as described in COMAR 21.05.01.04, a resident business preference will be given if: (a) the resident business is a responsible bidder; (b) a responsible bidder whose principal office or principal base of operations is in another state submits the lowest responsive bid; (c) the state in which the nonresident's principal office is located or the state in which the nonresident has its principal operation through which it would provide the goods or services gives a preference to its residents through law, policy, or practice; and (d) the preference does not conflict with a federal law or grant affecting the procurement contract. The preference given shall be identical to the preference that the other state, through law, policy or practice, gives to its residents.

4.4 Award Determination

Award will be made to the responsible Bidder who submits the responsive Bid that has the lowest Total Bid Price to the State.

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ATTACHMENTS

Attachment A –Sample Contract

This is the sample contract used by the Department. It is provided with the IFB for informational purposes and is not required to be submitted at Bid submission time. Upon notification of recommendation for award, a completed contract will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer three (3) executed copies of the Contract within five (5) Business Days after receipt. Upon Contract award, a fully-executed copy will be sent to the Contractor.

Attachment B – Bid Affidavit

This Attachment must be completed and submitted with the Bid.

Attachment C – Contract Affidavit

This Attachment must be completed by the recommended awardee and submitted to the Procurement Officer within five (5) Business Days of receiving notification of recommendation for award.

Attachment D – Minority Business Enterprise Forms

This attachment is not applicable to this IFB.

Attachment E– Bid Price Form

The Bid Form must be completed and submitted with the Bid.

Attachment F – Mercury Affidavit

This Attachment must be completed and submitted with the Bid.

Attachment G—Conflict of Interest Affidavit (Attachment G)

This Attachment must be completed and submitted with the Bid.

ATTACHMENT A –SAMPLE CONTRACT

**STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY
CONTRACT**

**“”Dell Desktop and Latitude Laptop Computers for Maryland WIC
PROJECT NO. M00P5401471**

THIS CONTRACT (the “Contract”) is made this ____ day of _____, 2014 by and between _____ and, on behalf of the STATE OF MARYLAND, the **MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE**.

IN CONSIDERATION of the promises and the covenants herein contained, the parties agree as follows:

1. Definitions

In this Contract, the following words have the meanings indicated:

- 1.1 “Bid” means the Contractor’s Bid dated _____.
- 1.2 “Contract” means this contract for Dell Desktops and Latitude Laptops.
- 1.3 “Contractor” means _____, whose principle business address is _____.
- 1.4 “Contract Manager” means the individual identified in Section 1.7 of the IFB or a successor designated by the Department.
- 1.5 “Department” means the Department of Health and Mental Hygiene (DHMH).
- 1.6 “IFB” means the Invitation for Bids for Dell Desktop and Latitude Laptop Computers Solicitation # M00P5401471 and any amendments thereto issued in writing by the State.
- 1.7 “Procurement Officer” means the person identified in Section 1.6 of the IFB or a successor designated by the Department.
- 1.8 “State” means the State of Maryland.
- 1.8.1 “Dell Desktops and Laptops” means those hardware products described in Section 2 of the IFB.

2 Scope of Work

- 2.1 The Contractor shall provide Dell Desktop and Laptops, as such products are described more fully in the IFB and in the Contractor's Bid, attached hereto as Exhibit C. These products shall be provided in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached and incorporated herein by reference. If there are any inconsistencies between this Contract and Exhibits A through C, the terms of this Contract shall control. If there is any conflict among the exhibits, the following order of precedence shall determine the prevailing provision.

Exhibit A – Invitation For Bids Project No.

Exhibit B – The Contract Affidavit dated _____. (Attachment C)

Exhibit C – The Bid.

- 2.2 The Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the Contract. No other order, statement or conduct of the Procurement Officer or any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section. Except as otherwise provided in this Contract, if any change under this section causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause of this Contract. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

3. Time for Performance

Unless terminated earlier as provided in this Contract, the term of this Contract shall begin on October 01, 2014 and shall end on December 01, 2014.

4. Consideration and Payment

- 4.1 In consideration of the satisfactory performance of the requirements of this Contract, payment to the Contractor pursuant to this Contract shall be at a Firm Fixed-Price of \$_____.

The Contractor shall not receive any other payment for the Hardware.

- 4.2 Invoices must be provided in the format and on the schedule identified in the IFB. Each invoice must reflect the Contractor's federal tax identification number, which is _____. The Contractor's eMaryland Marketplace identification number is _____. Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the State's receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, are prohibited. The final

payment under this Contract will not be made until after certification is received from the Comptroller of the State that all taxes have been paid.

- 4.3 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer.
- 4.4 Electronic funds transfer will be used by the State to pay the Contractor for this contract and any other State payments due Contractor unless the State's Comptroller's Office grants the Contractor an exemption.

5. Rights to Records

- 5.1 The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, tests, maps, photographs, designs, software, graphics, mechanical, artwork, computations and data prepared by or for the Contractor for purposes of this Contract shall become and remain the sole and exclusive property of the State and shall be available to the Department at any time. The Department shall have the right to use the same without restriction and without compensation to the Contractor other than that specifically provided by this Contract.
- 5.2 The Contractor agrees that at all times during the term of this Contract and thereafter, the works created and services performed under this Contract shall be "works made for hire" as that term is interpreted under U.S. copyright law. To the extent that any products created under this Contract are not works for hire for the Department, the Contractor hereby relinquishes, transfers, and assigns to the State all of its rights, title, and interest (including all intellectual property rights) to all such products created under this Contract, and will cooperate reasonably with the State in effectuating and registering any necessary assignments.
- 5.3 The Contractor shall report to the Department, promptly and in written detail, each notice or claim of copyright infringement received by the Contractor with respect to all data delivered under this Contract.
- 5.4 The Contractor shall not affix any restrictive markings upon any data and if such markings are affixed, the Department shall have the right at any time to modify, remove, obliterate, or ignore such warnings.

6. Confidentiality

Subject to the Maryland Public Information Act and any other applicable laws, all confidential or proprietary information and documentation relating to either party (including without limitation, any information or data stored within the Contractor's computer systems) shall be held in absolute confidence by the other party. Each party shall, however, be permitted to disclose relevant confidential information to its officers, agents and employees to the extent that such disclosure is necessary for the performance of their duties under this Contract, provided the data may be collected, used, disclosed, stored and disseminated only

as provided by and consistent with the law. The provisions of this section shall not apply to information that (a) is lawfully in the public domain; (b) has been independently developed by the other party without violation of this Contract; (c) was already in the possession of such party; (d) was supplied to such party by a third party lawfully in possession thereof and legally permitted to further disclose the information; or (e) which such party is required to disclose by law.

7. Non-Hiring of Employees

No official or employee of the State of Maryland or any unit thereof, as those terms are defined under State Government Article, § 15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this Contract, shall during the pendency and term of this Contract and while serving as an official or employee of the State become or be an employee of the Contractor or any entity that is a subcontractor on this Contract.

8. Exclusive Use and Ownership

8.1 Limitations. Contractor shall not use, sell, sub-lease, assign, give, or otherwise transfer to any third party any other information or material provided to Contractor by the Department or developed by Contractor relating to the Software, except that Contractor may provide said information to any of its officers, employees and subcontractors who Contractor requires to have said information for fulfillment of Contractor's obligations hereunder. Each officer, employee and/or subcontractor to whom any of the Department's confidential information is to be disclosed shall be advised by Contractor of and bound by the confidentiality and intellectual property terms of this Contract.

8.2 Confidentiality. Contractor shall at all times treat all information and material relating to the Hardware in accordance with the confidentiality provision of this Contract.

9. Patents, Copyrights, Intellectual Property

9.1. If the Contractor furnishes any design, device, material, process, or other item, which is covered by a patent, trademark or service mark, or copyright or which is proprietary to or a trade secret of another, the Contractor shall obtain the necessary permission or license to permit the State to use such item or items.

9.2. The Contractor will defend or settle, at its own expense, any claim or suit against the State alleging that any such item furnished by the Contractor infringes any patent, trademark, service mark, copyright, or trade secret. If a third party claims that a product infringes that party's patent, trademark, service mark, trade secret, or copyright, the Contractor will defend the State against that claim at Contractor's expense and will pay all damages, costs and attorney fees that a settlement of claims occur or a court finally awards, provided the State (i) promptly notifies the Contractor in writing of the claim; and (ii) allows Contractor to control and cooperates with Contractor in, the defense and any related settlement negotiations. The obligations of this paragraph are in addition to those stated in Section 9.3 below.

- 9.3. If any products furnished by the Contractor become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement, the Contractor will, at its option and expense: a) procure for the State the right to continue using the applicable item, b) replace the product with a non-infringing product substantially complying with the item's specifications, or c) modify the item so that it becomes non-infringing and performs in a substantially similar manner to the original item.

10. Loss of Data

In the event of loss of any State data or records where such loss is due to the intentional act, omission, or negligence of the Contractor or any of its subcontractors or agents, the Contractor shall be responsible for recreating such lost data in the manner and on the schedule set by the Contract Manager. The Contractor shall ensure that all data is backed up and is recoverable by the Contractor.

11. Disputes

This Contract shall be subject to the provisions of Title 15, Subtitle 2, of the State Finance and Procurement Article of the Annotated Code of Maryland, as from time to time amended, and COMAR 21.10 (Administrative and Civil Remedies). Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. Unless a lesser period is provided by applicable statute, regulation, or the Contract, the Contractor must file a written notice of claim with the Procurement Officer within 30 days after the basis for the claim is known or should have been known, whichever is earlier. Contemporaneously with or within 30 days of the filing of a notice of claim, but no later than the date of final payment under the Contract, the Contractor must submit to the Procurement Officer its written claim containing the information specified in COMAR 21.10.04.02.

12. Maryland Law

This Contract shall be construed, interpreted, and enforced according to the laws of the State of Maryland. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract, the Software, or any software license acquired hereunder. Any and all references to the Annotated Code of Maryland contained in this Contract shall be construed to refer to such Code sections as from time to time amended.

13. Nondiscrimination in Employment

The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or disability of a qualified person with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

14. Contingent Fee Prohibition

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or bona fide agent working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation or other entity, other than a bona fide employee or bona fide agent, any fee or other consideration contingent on the making of this Contract.

15. Nonavailability of Funding

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the State's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the State of Maryland from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the Contract. The State shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

16. Termination for Cause

If the Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the State may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the State's option, become the State's property. The State of Maryland shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the State can affirmatively collect damages. Termination hereunder, including the termination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

17. Termination for Convenience

The performance of work under this Contract may be terminated by the State in accordance with this clause in whole, or from time to time in part, whenever the State shall determine that such termination is in the best interest of the State. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12 (A)(2).

18. Delays and Extensions of Time

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.

19. Suspension of Work

The Procurement Officer unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the State.

20. Pre-Existing Regulations

In accordance with the provisions of Section 11-206 of the State Finance and Procurement Article, Annotated Code of Maryland, the regulations set forth in Title 21 of the Code of Maryland Regulations (COMAR 21) in effect on the date of execution of this Contract are applicable to this Contract.

21. Financial Disclosure

The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, as from time to time amended, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of the State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

22. Political Contribution Disclosure

The Contractor shall comply with the provisions of Article 33, Sections 14-101 through 14-108 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, a county or an incorporated municipality or their agencies, during a calendar year under which the person receives in the aggregate \$100,000 or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Elections: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two

calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

23. Retention of Records

The Contractor shall retain and maintain all records and documents in any way relating to this Contract for three years after close out of this Contract and final payment by the State of Maryland under this Contract or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the State, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times. The Contractor shall, upon request by the Department, surrender all and every copy of documents needed by the State, including, but not limited to itemized billing documentation containing the dates, hours spent and work performed by the Contractor and its subcontractors under the Contract. The Contractor agrees to cooperate fully in any audit conducted by or on behalf of the State, including, by way of example only, making records and employees available as, where, and to the extent requested by the State and by assisting the auditors in reconciling any audit variances. Contractor shall not be compensated for providing any such cooperation and assistance. All records related in any way to the Contract are to be retained for the entire time provided under this section. This provision shall survive expiration of this Contract.

24. Compliance with Laws

The Contractor hereby represents and warrants that:

- A. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- C. It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and,
- D. It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

25. Cost and Price Certification

By submitting cost or price information, the Contractor certifies to the best of its knowledge that the information submitted is accurate, complete, and current as of the date of its bid or offer.

The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because

the Contractor furnished cost or price information which, as of the date of its bid or offer, was inaccurate, incomplete, or not current.

26. Living Wage

- 26.1. A State contract for services valued at \$100,000 or more may be subject to Title 18, State Finance and Procurement (SFP) Article, Annotated Code of Maryland. This contract has been deemed to be a Tier 1 contract.
- 26.2. Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least \$11.30 per hour, if State contract services valued at 50% or more of the total value of the contract is performed in the Tier 1 Area. If State contract services valued at 50% or more of the total contract value is performed in the Tier 2 Area, a Bidder shall pay each covered employee at least \$8.50 per hour.
- 26.3. The Contractor shall comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland, including the submission of payroll reports to the Commissioner of Labor and Industry and the posting in a prominent and easily accessible place at the work site(s) of covered employees a notice of the Living Wage Rates, employee rights under the law, and the name, address, and telephone number of the Commissioner.
- 26.4. The Contractor shall make any subcontractor on this Contract aware of the Living Wage law requirements.

27. Commercial Non-Discrimination

- 27.1. As a condition of entering into this Contract, Contractor represents and warrants that it will comply with the State's Commercial Nondiscrimination Policy, as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland. As part of such compliance, Contractor may not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Contractor retaliate against any person for reporting instances of such discrimination. Contractor shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that this clause does not prohibit or limit lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace. Contractor understands that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification of Contractor from participating in State contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.
- 27.2. The Contractor shall include the above Commercial Nondiscrimination clause, or similar clause approved by DHMH, in all subcontracts.

27.3. As a condition of entering into this Contract, upon the Maryland Human Relations Commission's request, and only after the filing of a complaint against Contractor under Title 19 of the State Finance and Procurement Article, as amended from time to time, Contractor agrees to provide within 60 days after the request a complete list of the names of all subcontractors, vendors, and suppliers that Contractor has used in the past 4 years on any of its contracts that were undertaken within the state of Maryland, including the total dollar amount paid by Contractor on each subcontract or supply contract. Contractor further agrees to cooperate in any investigation conducted by the State pursuant to the State's Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, and to provide any documents relevant to any investigation that are requested by the State. Contractor understands that violation of this clause is a material breach of this Contract and may result in contract termination, disqualification by the State from participating in State contracts, and other sanctions.

28. Subcontracting; Assignment

The Contractor may not subcontract any portion of the services provided under this Contract without obtaining the prior written approval of the State of Maryland, nor may the Contractor assign this Contract or any of its rights or obligations hereunder, without the prior written approval of the State. Any such subcontract or assignment shall include the terms of this Contract and any other terms and conditions that the State deems necessary to protect its interests. The State shall not be responsible for the fulfillment of the Contractor's obligations to the subcontractors.

29. Indemnification

29.1. The Contractor shall indemnify the State against liability for any costs, expenses, loss, suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract.

29.2. The State of Maryland has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

29.3. The State has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

29.4. The Contractor shall immediately notify the Procurement Officer of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the Contractor's performance under this Contract. Section 29 shall survive expiration of this Contract.

30. Nonvisual Accessibility Warranty

The Contractor warrants that the information technology offered under the Bid (1) provides equivalent access for effective use by both visual and non-visual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and non-visual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for non-visual access. The Contractor further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for non-visual access does not increase the cost of the information technology by more than five percent. For purposes of this Contract, the phrase "equivalent access" means the ability to receive, use and manipulate information and operate controls necessary to access and use information technology by non-visual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

31. Risk of Loss; Transfer of Title

Risk of loss for conforming supplies, equipment and materials specified as deliverables to the State hereunder shall remain with the Contractor until the supplies, equipment, materials and other deliverables are received by the State. Title of all such deliverables passes to the State upon receipt by the State, subject to the State's acceptance and payment for the same in accordance with the terms of this Contract.

31. Administrative

31.1. Procurement Officer and Contract Manager. The day-to-day work to be accomplished under this Contract shall be performed under the direction of the Contract Manager and, as appropriate, the Procurement Officer. All matters relating to the interpretation of this Contract shall be referred to the Procurement Officer for determination.

31.2. Notices. All notices hereunder shall be in writing and either delivered personally or sent by certified or registered mail, postage prepaid as follows:

If to the State:

Shelly Bush

201 West Preston Street – 1st Floor

Baltimore, MD 21201

Phone Number: 410-767-5991

E-Mail: shelly.bush@maryland.gov

With a copy to:

Carlietha Benbow

Procurement Officer

Office of Procurement & Support Services

201 W Preston Street, 4th Floor

Baltimore, Maryland 21201

Phone: 410-767-1883

E-Mail: carlietha.benbow@maryland.gov

If to the Contractor:

Attn: _____

IN WITNESS WHEREOF, the parties have executed this Contract on or before the date first set forth herein.

WITNESS/ATTEST:

FOR THE CONTRACTOR:

By: _____ (SEAL)

Name

Title

WITNESS:

**FOR THE DEPARTMENT OF HEALTH AND MENTAL
HYGIENE**

By: _____
Joshua M. Sharfstein, M.D., Secretary

Approved for form and legal sufficiency this _____ day of _____ 20____.

Assistant Attorney General

ATTACHMENT B – BID AFFADAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, _____ (print name), possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland.

"Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1.CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, § 14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a Bid/Proposal preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or
- (6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of § B-2(1)-(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of

probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

**L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO
(FOR SUPPLIES AND SERVICES CONTRACTS)**

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (print name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

ATTACHMENT C – CONTRACT AFFADAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, _____ (print name), possess the legal authority to make this Affidavit.

**B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE
DEPARTMENT OF ASSESSMENTS AND TAXATION**

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation — ☐ domestic or ☐ foreign;
- (2) Limited Liability Company — ☐ domestic or ☐ foreign;
- (3) Partnership — ☐ domestic or ☐ foreign;
- (4) Statutory Trust — ☐ domestic or ☐ foreign;
- (5) ☐ Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID

Number: _____ Address: _____

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID Number: _____

Address: _____.

C. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101 — 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

E. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.

(2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:

(a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;

(b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;

(c) Prohibit its employees from working under the influence of drugs or alcohol;

(d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;

(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

- (i) The dangers of drug and alcohol abuse in the workplace;
- (ii) The business's policy of maintaining a drug and alcohol free workplace;

(iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §E (2) (b), above;

(h) Notify its employees in the statement required by §E (2) (b), above, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement; and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under §E (2) (h) (ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under §E (2) (h) (ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §E (2) (a)—(j), above.

(3) If the business is an individual, the individual shall certify and agree as set forth in §E (4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

(a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

F. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated _____, 20____, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (printed name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

ATTACHMENT D – MINORITY BUSINESS ENTERPRISE FORMS
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The Minority Business Enterprise (MBE) subcontractor participation goal for this solicitation is 0%.

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ATTACHMENT E – BID PRICE FORM

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Invitation For Bids (IFB) No. M00P5401471

BID PRICE SHEET – PAGE 1 OF 2

CONTRACT TITLE: Dell Desktop and Latitude Laptop Computers

In response to the Invitation for Bid (IFB) No.M00P54014721, the following bid is submitted by:

Name of Bidder

Signature of Authorized Person and date Signed

<u>Item Description</u>	<u>Quantity</u> (A)	<u>Unit Price</u> (B)	<u>Total Bid Price</u> (A x B)
Dell OptiPlex 9020– Desktop	54	\$	\$
Dell Latitude E6540 Laptop	20	\$	\$
Total Bid Price for both items			\$

DHMH requests the unit price to purchase fifty-four (54) Dell Optiplex 9020 Desktop and twenty (20) Dell Latitude E6540 Laptop Computers. Prices quoted shall be all inclusive in accordance with the specifications contained herein and shall include all costs associated with the acquisition, delivery, and acceptance of the equipment specified. **Bidder must also submit product information on the Dell Desktops being quoted.**

The computers shall be delivered to the following address:

Shelly Bush
PHPA/WIC
201 West Preston Street – 1st Floor
Baltimore, MD 21201
Phone Number: 410-767-5991
E-Mail: shelly.bush@maryland.gov

By affixing your signature to the Bid Price Sheet, you hereby indicate that you have read all bid terms, conditions, and specifications and agree to all the terms, conditions, specifications, and provisions. Furthermore, you are attesting that your company is currently licensed to do business within the State of Maryland for the services you will provide DHMH under this bid. **The signer of this document must be a person authorized to bind the Company.**

Company Name: _____

Company Address: _____

Office Telephone: _____ Fax # _____

E-mail address: _____

Authorized Signature: _____ Date: _____

Printed or Typed Name: _____ Date: _____

Federal Identification Number (FEIN) or Social Security (SS) Number: _____

Small Business Reserve Number: _____

Veteran Owned Small Business (VOSB): _____ YES _____ NO

Minority Business Enterprise (MBE) Firm: _____ YES _____ NO

(if Applicable):

MBE Certification No: _____ MBE Classification Code: _____

ATTACHMENT F – MERCURY AFFIDAVIT

AUTHORIZED REPRESENTATIVE THEREBY AFFIRMS THAT:

I am the _____ (Title) and the duly authorized representative of _____ (Business). I possess the legal authority to make this affidavit on behalf of myself and the business for which I am acting.

MERCURY CONTENT INFORMATION:

☐ The product(s) offered do not contain mercury.

OR

☐ The product(s) offered do contain mercury.

(1) Describe the product or product component that contains mercury.

(2) Provide the amount of mercury that is contained in the product or product component. Indicate the unit of measure being used.

I ACKNOWLEDGE THAT this affidavit is to be furnished to the procurement officer and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify, or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this affidavit, (2) the contract, and (3) other affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date By _____
Signature

Print Name: _____
Authorized Representative and Affiant

ATTACHMENT G – CONFLICT OF INTEREST AFFIDAVIT

Reference COMAR 21.05.08.08

(submit with Bid/Proposal)

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a Bidder/Offeror, Contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a Bid/Proposal is made.

C. The Bidder/Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The Bidder/Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the Bidder/Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Bidder/Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____

(Authorized Representative and Affiant)